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PTO/SB/21 (08-00)

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<b>TRANSMITTAL FORM</b> (to be used for all correspondence after initial filing)	Application Number	09/175,589	
	Filing Date	October 20, 1998	
	First Named Inventor	Jacobson	
	Group Art Unit	2172	
	Examiner Name	Colbert, Ella	
Total Number of Pages in This Submission	8	Attorney Docket Number	M61-006-01-US Formerly 12369.5US01

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ENCLOSURES (check all that apply)		
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<input type="checkbox"/> Fee Attached	<input type="checkbox"/> Drawing(s)	<input type="checkbox"/> Appeal Communication to Board of Appeals and Interferences
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<input type="checkbox"/> Affidavits/declaration(s)	<input type="checkbox"/> Petition to Convert to a Provisional Application	<input type="checkbox"/> Status letter
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SIGNATURE OF APPLICANT, ATTORNEY, OR AGENT	
Firm or Individual name	Moore & Hansen
	Customer Number 22,854
Signature	
Date	March 20, 2003

EXPRESS MAIL CERTIFICATE	
"Express Mail" label number: <u>EV 223677461US</u> Date of Deposit: <u>March 20, 2003</u>	
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Typed or printed name	April D. Kaplan
Signature	

SEND TO: Assistant Commissioner for Patents, Washington, DC 20231.



S/N 09/175,589

PATENT

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Applicant: JACOBSON Examiner: COLBERT, ELLA  
Serial No.: 09/175,589 Group Art Unit: 2172  
Filed: OCTOBER 20, 1998 Docket No.: M61-006-01-US  
12369 US01  
Title: ELECTRONIC RECORD MANAGEMENT SYSTEM

CERTIFICATE UNDER 37 CFR 1.10:

"Express Mail" label number: EV 223677461US Date of Deposit: March 20, 2003  
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By: \_\_\_\_\_  
Name: April D. Kaplan

AMENDMENT AND RESPONSE

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Commissioner for Patents  
Washington, D.C. 20231

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Dear Sir:

In response to the Office Action dated January 2, 2003, Applicant submits the following  
Amendment and Remarks.

IN THE CLAIMS

Please amend claims 1, 10, 13, and 17 as follows:

1. [Fourth Amendment] In a distributed computing environment, a method for managing an electronic record for compliance with a pre-determined retention policy of an organization, the method comprising the steps of:

creating an electronic tag that uniquely identifies the electronic record, the tag having at least one field for characterizing the record;  
storing the at least one electronic tag in a central repository;  
sending the electronic record to a recipient; and